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Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

COSC 2311-VC02, Computer Applications

# **4. TERM**:

Fall, 2019

# **5. INSTRUCTOR**:

Isauro Gutierrez, MBA-MIS, CGCIO

# **6. CONTACT INFORMATION**:

Office phone: (806) 296-1141

WBU Email: [Isauro.gutierrez@wayland.wbu.edu](mailto:Isauro.gutierrez@wayland.wbu.edu)

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Call or Email to schedule appointment

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Online, meet due dates.

# **9. CATALOG DESCRIPTION**:

Enhanced personal productivity and problem solving skills using knowledge work tools (spreadsheets, presentation graphics, word processing, database management, Internet and electronic mail); use of integrated software; design and use of small information systems for individuals and groups. Students have the opportunity at no extra cost to take the Certification Exam [Testout Desktop Pro] at the completion of the course. Examinations available for demonstrated competency - waiver of requirement examination, $30; for [credit examination (advanced standing)](http://catalog.wbu.edu/content.php?catoid=4&navoid=217#advanced_standing_examinations), 1/3 campus tuition. Neither examination requires a proctor and neither examination is appealable. Failure of either exam requires the student to take and pass COSC 2311

# 10. PREREQUISITE:

None

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| TestOut Office Pro LabSim | Testout | 1st | 2016 | TestOut | 9781-93508-0527 | 12/1/15 |

**NOTE:** **The TestOut certification test is required of *all* students! Instructors may decide how to assign points, but *all* students must take the exam.**

# 12. OPTIONAL MATERIALS: None

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Understand how Microsoft Office applications work with the computer’s hardware and other software
* Demonstrate efficiency in using external document sharing and storage technologies
* Create, modify, rename, and move documents created in Office applications
* Analyze, filter, format, and sort data in Excel and Access, and use charts and graphs to present information
* Import and export data between Office applications and other computer programs
* Format Office applications with templates and theme sets
* Create citations and bibliographies in Microsoft Word
* Build presentations with animation in Microsoft PowerPoint

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

* ***Assignments:*** Assignments will be assigned throughout the semester. These will be assigned in class and will utilize LabSim. If you miss class, make sure you contact the instructor for your assignment. Incomplete assignments or assignments not turned in will automatically be given a zero grade.
* ***Participation/Attendance:*** This will be based off your attendance and participation in class, and in LabSim.
* ***Skills Assessments:*** The LabSim program offers a variety of videos and other helpful online assessments to help you understand the material. By completing these assessments, it will help you be able to complete the online assignments, and the certification, if you prefer.
* ***Unit Exams:*** The purpose of each exam will be to test the knowledge and understanding of the materials presented in each unit. There will be three unit exams.
* ***Labs:*** During the semester, you will be required to complete a variety of labs in the LabSim program. These labs will help you understand the material more in depth, while helping you prepare for your exams, finals and potential office certification.
* ***Final Exam:*** The final exam will be a comprehensive exam over everything covered in this course during the semester.
* ***Grades:*** Grades will be based on students’ preparation and participation in class assignments, LabSim, class participation, attendance, and exams.

| **Requirement** | **Percent of Grade** |
| --- | --- |
| Discussion | 20% |
| Labs | 35% |
| Unit Exams (3) | 25% |
| Final Exam | 20% |

| **Percent Equivalent** | **Grade** |
| --- | --- |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| Below 60 | F |

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

| ***Dates*** | ***Information for Each Week*** |
| --- | --- |
| Week 1  Aug 19 – 24  ***Submissions Due***  ***11:59 PM Saturday***  ***August 24*** | **Introduction to COSC 2311 VC04 August 19 to November 2**  **Review syllabus and tentative schedule, use of LabSim**  **Computer and Internet Basics**  **(Go over 1.1 to 1.7)**  **Introductions in Discussion Board** |
| Week 2  Aug 25 – 31  ***Submissions Due***  ***11:59 PM Saturday***  ***August 31*** | **Microsoft Word**  **Microsoft Word (Go over 2.1-2.6)**  **Microsoft Discussion Board** |
| Week 3  Sep 1 – 7  ***Submissions Due***  ***11:59 PM Saturday***  ***September 7*** | **Microsoft Word**  **Microsoft Word (Go over 2.7-2.12)**  **Microsoft Discussion Board, continued** |
| Week 4  Sep 8 – 14  ***Submissions Due***  ***11:59 PM Saturday***  ***September 14*** | **Excel**  **Excel (Go over 3.1-3.3)**  **Start Excel Discussion Board**  **Microsoft Word Exam** |
| Week 5  Sep 15 – 21  ***Submissions Due***  ***11:59 PM Saturday***  ***September 21*** | **Excel**  **Excel (Go over 3.4-3.6)**  **Excel Discussion Board** |
| Week 6 Sep 22 – 28  ***Submissions Due***  ***11:59 PM Saturday***  ***September 28*** | **Excel**  **Excel (Go over 3.7-3.9)**  **Excel Discussion Board**  **Excel Exam** |
| Week 7  Sep 29 – Oct 5  ***Submissions Due***  ***11:59 PM Saturday***  ***October 5*** | **Intro into Microsoft PowerPoint**  **Microsoft PowerPoint (Go over 4.1-4.4)**  **PowerPoint Discussion Board** |
| Week 8  Oct 6 – 12  ***Submissions Due***  ***11:59 PM Saturday***  ***October 12*** | **Microsoft PowerPoint**  **Microsoft PowerPoint (Go over 4.5-4.9)**  **PowerPoint Discussion Board**  **PowerPoint Exam** |
| Week 9  Oct 13 – 19  ***Submissions Due***  ***11:59 PM Saturday***  ***October 19*** | **Microsoft Access**  **Microsoft Access (Go over 5.1-5.3)**  **Access Discussion Board** |
| Week 10  Oct 20 – 26  ***Submissions Due***  ***11:59 PM Saturday***  ***October 26*** | **Microsoft Access**  **Microsoft Access (Go over 5.4-5.6)**  **Access Discussion Board** |
| Week 11  Oct 27 – Oct 31  ***Submissions Due***  ***11:59 PM Thursday***  ***October 31*** | **Microsoft Access**  **Microsoft Access Exam**  **Access Discussion Board**  **Microsoft Pro Certification Exam**  **Certification Exam (Word, Excel, PowerPoint)** |

# 19. ADDITIONAL INFORMATION

Faculty may add additional information if desired.